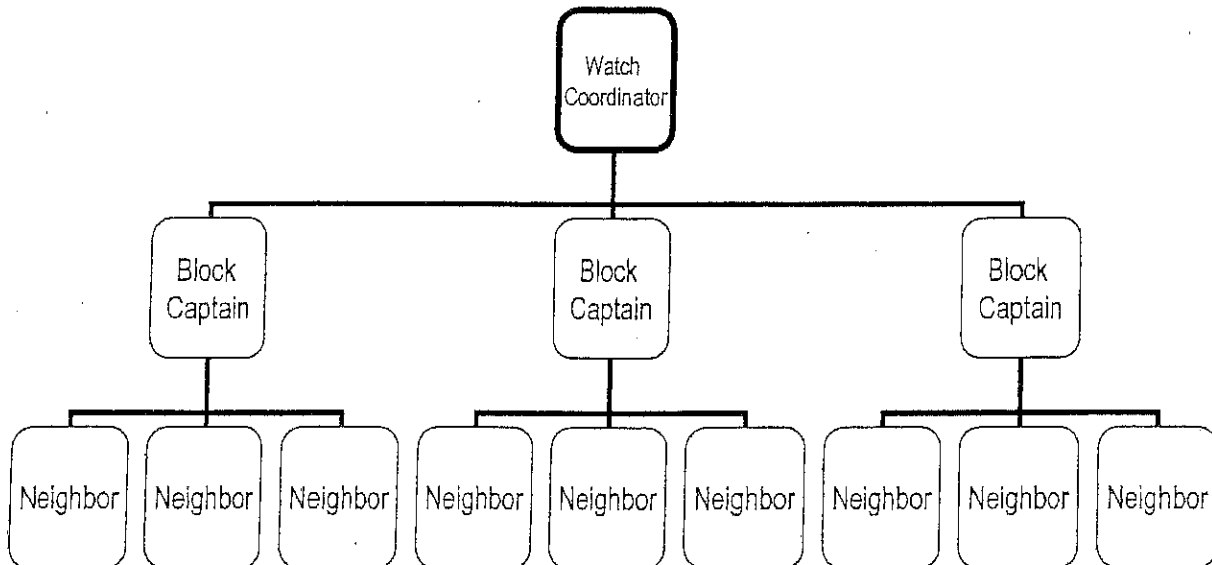




Brevard County Sheriff's Office

Office

Neighborhood Watch Communication Chain



<u>Non-Emergencies</u>	
North	264-5100
Central	633-7162
South	952-6371
772 Area	663-6269

Brevard County Sheriff's Office Crime Prevention Unit: 321.454.6643 or

Email: CrimeP@brevardsheriff.com

4/2007

Duties of All Neighborhood Watch Participants

- ✓ BE ALERT TO AND AWARE OF:
 - Suspicious Activity And Crimes in Progress!
- ✓ REPORT TO THE SHERIFF'S OFFICE:
 - Suspicious Activity And Crimes in Progress!
- ✓ Attend the Neighborhood Watch Program Meetings
- ✓ Encourage neighbors to join the Neighborhood Watch Meetings
- ✓ Assist the block captains and chairpersons

This is all the Sheriff's Office asks of you. Be our extra eyes and ears.

Any resident who reports an incident to the Sheriff's Office, should also advise their Block Captain of what they reported. The Block Captain should be aware of what is happening in his or her "block".

The Block Captain should then contact the Coordinator, who in turn contacts the other Block Captains asking them to report the incident to their "block". Now the entire neighborhood is aware and alert to the problem. Any reoccurrence of the problem is either going to be very difficult and even deterred because now everyone knows of it.

Communication is the Key!

Keep your neighborhood alert by being informed

By being informed of events happening within the neighborhood, residents will feel more involved in the program. They may become more willing participants and their interest will be sustained. They will be more willing to take a little time to make a big difference about their community.

Community pride will be enhanced because other community concerns can be addressed. Zoning, traffic, noise or even animals problems can be handled through this open line of communication you established with neighbors. This gives further credence to the phrase...
"**There is strength in numbers.**"

Information Sharing

Write your own block newsletter. Keep people up to date on crime or other subjects of interest including the goings-on within your own group. With desk-top publishing so easy to do on a home computer, the task is made easy. Involve several neighbors in gathering information to share.

Carpooling

Share a ride to work, downtown shopping, etc., with a neighbor or two – especially the seniors on your block.

Block Garage Sale

Buy an ad in the local paper and post signs advertising your big block-wide garage sale. Conduct it on the same Saturday and get the whole block involved.

Block Clean-Up

Rent a dumpster for a weekend. Neighbors can share tools and expertise to help one another.

Walking/Exercise Groups

It's easier to exercise with a companion at a regular time. Organize a weight loss competition. Celebrate with a low-cal potluck.

Booster Meeting

Arrange for a speaker to come to your Neighborhood Meeting. You can always get a politician who is running for office or just been elected.

Child Care Co-Op

With the aid of your Neighborhood Watch Telephone Tree, organize a childcare co-op. This is like a baby-sitting bank, where no money changes hands, only time.

Telephone Reassurance

Establish a system whereby seniors or shut-ins are telephoned daily to make sure they are all right.

Goods Exchange

Collect unwanted books, toys or outgrown children's clothing. Exchange them with neighbors for new "treasures".

Use your imagination!

Reactive vs Proactive

A patrolling Sheriff's Deputy may be in your neighborhood only a short time during his or her tour of duty. The Deputy may not know which cars and what people belong in your neighborhood. YOU DO, or should. You are in a better position to know these things. The majority of the Deputy's time may be reactive; responding to your neighborhood because of a complaint such as a burglary or some vandalism. The crime has already occurred and the perpetrator is long gone.

The Neighborhood Watch is a Pro-Active organization. Keep in mind...as a member of a Neighborhood Watch organization, you are not expected to solve a crime, place yourself in jeopardy or create a more dangerous situation by trying to apprehend the suspect.

The Deputy would rather be pro-active; being called to investigate a situation before a crime is committed. Checking out strangers in your area; a suspicious vehicle parked down the street; or being advised of potential criminal activity; this is what pro-active means.

As a Neighborhood Watch member, you are only asked to observe and report what you see during your normal everyday activity. Areas with aggressive participation in the Neighborhood Watch program have noted a decrease in crime.

Remember – report suspicious activity or a crime in progress to the Sheriff's Office. **CALL THE SHERIFF'S OFFICE FIRST.** Do not call friends or a neighbor. Delaying your call reduces the response time of the deputy and may even enhance the suspects' chances to not only commit the crime, but escape. Call your neighbors after the Sheriff's Office is notified.

Now that we know what it is, how do we get started?

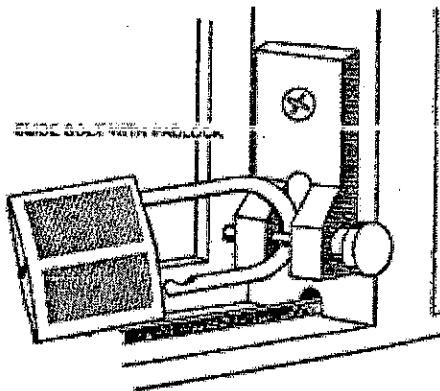
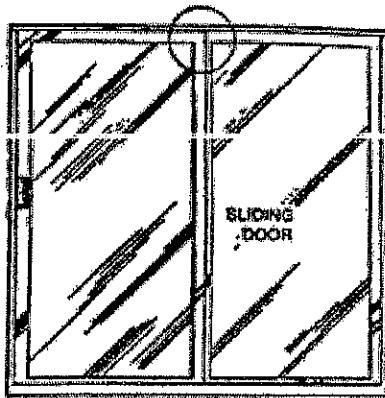
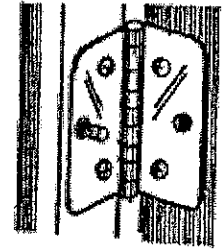
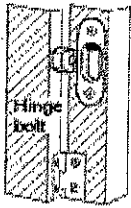
The first step towards creation of this program is to contact your neighbors and get them interested in attending a one (1) hour meeting. You can hold the meeting in someone's home, a library, clubhouse, church etc., in your area. Once you have selected the location, a time and date, contact the Sheriff's Crime Prevention Unit and ask a Crime Prevention Officer to attend and explain the program and distribute handout material pertaining to Crime Prevention.

At this meeting elect officers

Qualifications for street signs and official designations as a Neighborhood Watch Area:

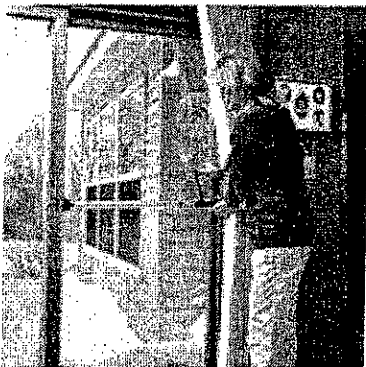
- ✓ **40% household participation in the program**
- ✓ **Coordinator and Block Captains active in area**
- ✓ **At least one (1) Neighborhood Watch Meeting *per year* with the Crime Prevention Unit (example of possible topics)**
 - Homeland Security
 - Residential Security
 - Personal Safety
 - Frauds and Scams

when the door is closed.



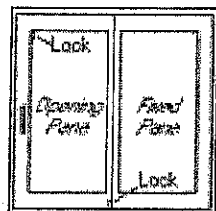
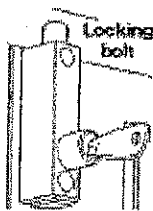
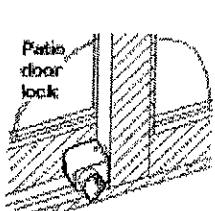
SLIDING GLASS DOORS

Sliding glass doors are usually installed at the rear of a home or apartment making them good candidates for entry by a burglar. In warm climate areas, such as Florida, an experienced burglar knows that sliding glass doors are often left standing open for ventilation or for pet access



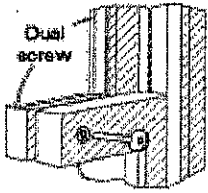
Since they slide horizontally, it is important to have a blocking device in place to prevent sliding the door fully open from the outside. You can do this by inserting a wooden dowel or stick into the track thus preventing or limiting movement. There are also metal fold-down blocking devices called "Charlie bars" and various track-blockers that can be screwed down.

For additional information on auxiliary locks, please see the last page.

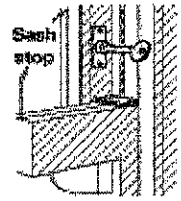


Consider a keyed sliding door lock that locks on the inside of the frame.

Insert a 2-foot length of wood framing in the upper channel of the door frame. The wood must be the width of the channel. Screw the wood firmly into the frame channel; making sure the door will slide freely. Use this method of securing the sliding glass door if the door has a hollow channel on top.



An alternative form of lock is the dual screw. These in effect bolt the two sashes together. An added bonus is that, in so doing, they also reduce draughts.



- Sliding Windows-This type of window can also can be lifted out of its tracks. Drill holes, putting sheet metal screws in the upper channel across the top. Screw heads must be large enough so they do not drop down into the channel. You also can use a wooden dowel in the upper channel of the window to prevent the window from being lifted, but still allowing it to slide. You can also install anti-slide devices, screw-on, slide bolt or key lock
- Louvered Windows-Very poor security risks. Remove and replace with solid glass, or another type of ventilating window, or put epoxy glue on the ends of the glass to permanently attach the panes to the frame to prevent easy removal.
- If this is not feasible, protect the window with a grate or grill.
- Windows Aluminum-The highest level of security fitted by the manufacturer on most aluminum windows, including coated aluminum, is a locking handle, but, while it would be satisfactory to most insurance standards, it is not particularly secure. This is because it is the handle that is being locked and not the window. As most handles are not of a good casting standard they have a tendency to break under pressure, or come loose from the frame.
- It is possible to fit extra locks to aluminum windows, but care should be taken to ensure that there is enough metal around the window to be able to fit the lock without contacting the glass. Suitable locks designed for this purpose are available.
- In the case of sliding horizontal aluminum windows, additional security can be achieved with the fitting of a key operated clamp on the bottom rail of the frame. Windows are often left open to allow the circulation of air, particularly in hot conditions. This, inevitably, reduces the level of security. By fitting a sliding window lock to the bottom rail, you can restrict the slide to a few inches.
- Alternatively, drilling a small hole through the bottom rail at the point at which you wish to restrict the slider and inserting an appropriate sized bolt will suffice. Additionally, to prevent the slider being lifted, fit a wooden block of a suitable depth into the track above the slider.
- Another method used to secure a window is to install "window pegs." They are installed by drilling a hole at a downward angle where the sashes overlap. Insert a nail or peg, (be sure that you can remove the peg easily).

For all windows

- Block accessible windows open no more than 6 inches for ventilation.
- For basement windows, secure them with grates or grills.
- Use crime prevention or alarm decals on accessible windows.
- Use break-resistant plastic instead of glass for windowpanes in or near doors.

the entrances.

- For homes with wide or deep yards or parking areas, a high-pressure sodium security light with a light sensor (photo-electric cell) may be considered.
- Position outdoor lights carefully. Put them out of reach so bulbs cannot be easily broken or unscrewed. Aim lights at garage and shed doors, entryways and ground-level windows.

LIGHTING INTERIOR

- A sensible arrangement of leaving lights switched on inside the house while the house itself is unoccupied can substantially help to give the impression to a passer-by that the house is in fact occupied.
- It is sensible to use a downstairs room with a drawn curtain and sufficient light inside to suggest that the room is occupied. A light should not be left on solely in the hall - a thief may guess that the premises are unoccupied as it is not normal for the occupants to spend all night only in the hall!
- There are many automatic devices available - simple and extremely sophisticated - that will turn lights on and off in random fashion and may even be set to control other electrical appliances such as the radio or television. Automatic switching will help to convince the casual thief that the house is occupied.
- Most of the time, security lighting will be all that is necessary to scare off a potential intruder. However, do remember, lighting cannot work miracles. It is sensible to make sure that your physical deterrents - the locks, the bars and window bolts - will resist attack. Let your neighbors know that you are out.

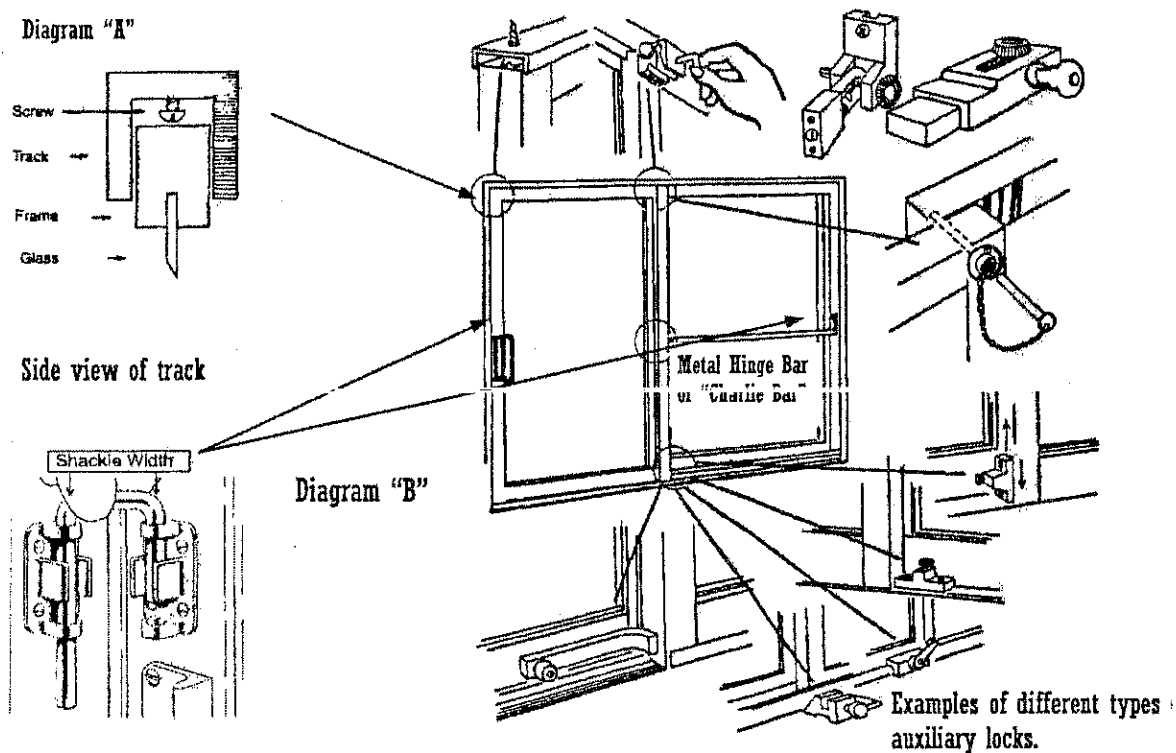
Exterior electrical boxes

- Place a padlock on exterior electrical boxes to prevent someone from turning off the power to the residence. Keep the key readily available in case of emergency.
-

CHECK THE OUTSIDE

- Keep shrubbery trimmed, away from doors, windows and lighting. Tree limbs should be no lower than 8 feet, and shrubs should be no more than 2 foot high.
- Cut back tree limbs that a thief could use to climb an upper-level window.
- Keep ladders, and other tools in a secured shed, or garage.
- Gates should be equipped with a hasp, latch, or slide bolt made of hardened metal. The hasp, latch, or slide bolt should be installed with carriage bolts through the door or gate. Use large washers on the inside. After the nuts are secured, deface the threads of the bolt ends to keep the nuts from being removed. Use a good padlock to secure the door or gate.
- Secure window air conditioner with brackets and screws. Lock the window in place.
- Clearly, display your house number so police and emergency vehicles can find your home quickly.
- If you travel, create the illusion that you're at home by getting some timers that will turn on and off in different areas of your house throughout the evening. Lights burning 24 hours a day signal an empty home.
- Work with neighborhoods and local government to organize community clean-ups. The cleaner your neighborhood, the less attractive it is to crime.

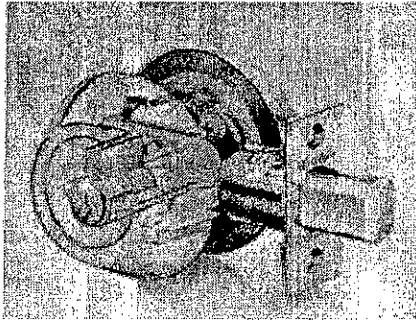
Double Sliding doors



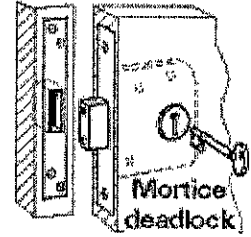
Always keep your doors locked!

Sliding glass doors/windows are easy targets and are frequent points of entry. Most locks on sliding doors are of poor quality.

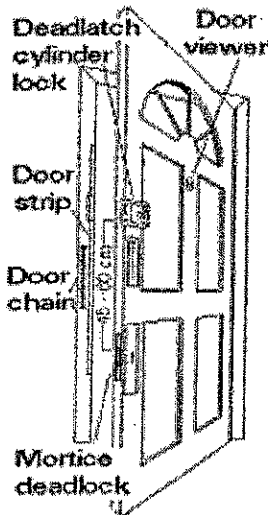
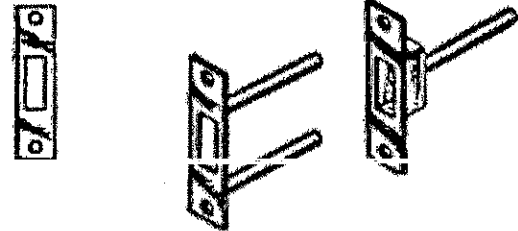
- Does your sliding door has "play" and could easily be lifted out of the track? To prevent removal of doors/windows, install 1-1/4" pan head (large head) sheet metal screws in upper track at both ends and the middle so the frame just clears the head of the screw. See Diagram "A"
- Do you currently have auxiliary locks on your sliding doors? Numerous locking devices are available for sliding doors. Various examples of sliding window locks are shown above. Or you can drill a hole at a downward angle in the overlapping frames of the door at the top center. Then insert a steel pin or a heavy nail. **Caution:** Avoid breaking glass by drilling no less than 3/8" from edge of rail. Locking bars, also known as "Charlie Bar" or a length of heavy dowel (or something similar) which has been cut to a length so it fits snugly in the track between the wall and the door frame can also be used.
- For additional security windows can be treated by having a security glazing applied. There are several companies that offer this type of glazing, 3M and Lexan to name a few.
- **REMINDER:** Always read and follow all directions provided by hardware manufacturers before adding your auxiliary locks to prevent breakage of glass in your sliding doors.



- Use a quality, heavy-duty, knob in the lock set with a dead latch mechanism.

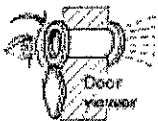


Use a heavy-duty strike plate with 3-inch screws to penetrate into a wooden doorframe.



- Use a solid core or metal door for all entrance points.
- Doors with glazed panels are inherently less secure than solid doors, hence the need for a deadlock. Consider replacing ordinary or toughened glass panels with laminated glass- - two pieces of glass bonded together with a sheet of laminate - as they offer much greater resistance to attack.
- If your doors do not fit tightly in their frames, install weather framing around them.

If there is glass within 40 inches of the locking hardware, a double cylinder deadbolt lock may be considered for maximum security. If you do decide to use a double cylinder deadbolt lock make sure that at least one window in every bedroom on the ground and second floor are available as a fire exit, particularly for children and guests in your home. At night, the bedroom windows may often be the quickest and safest means of getting out. Always leave the key in the double cylinder lock when asleep or at home for a quick exit in case of emergency.



Use a wide-angle 180-degree peephole mounted no higher than 60 inches. Do not rely on door chains, because they break easily and do not keep out intruders.

Hinges: To protect the door from being lifted from its hinges by pulling the hinge pin, follow these simple steps. Insert a framing (2 headed) nail into the doorjamb one inch below the top hinge and one inch above the bottom hinge. The second head will protrude about 1/2 inch. Drill a hole about 1/2 inch into the inner side of the door to accommodate the nail

Brevard County Sheriff's Office Suspect Identification

PHYSICAL CHARACTERISTICS

Race: _____ Sex: _____ Age: _____
 Height: _____ Weight: _____ Complex: _____
 Hair Color: _____ Style: _____
 Scars/Marks: _____

 Tattoos: _____
 Speech (accent, lisp, etc.): _____
 Physical Defects: _____
 Facial Hair: _____
 Glasses: _____ Right/Left Handed: _____
 Jewelry: _____
 Other: _____

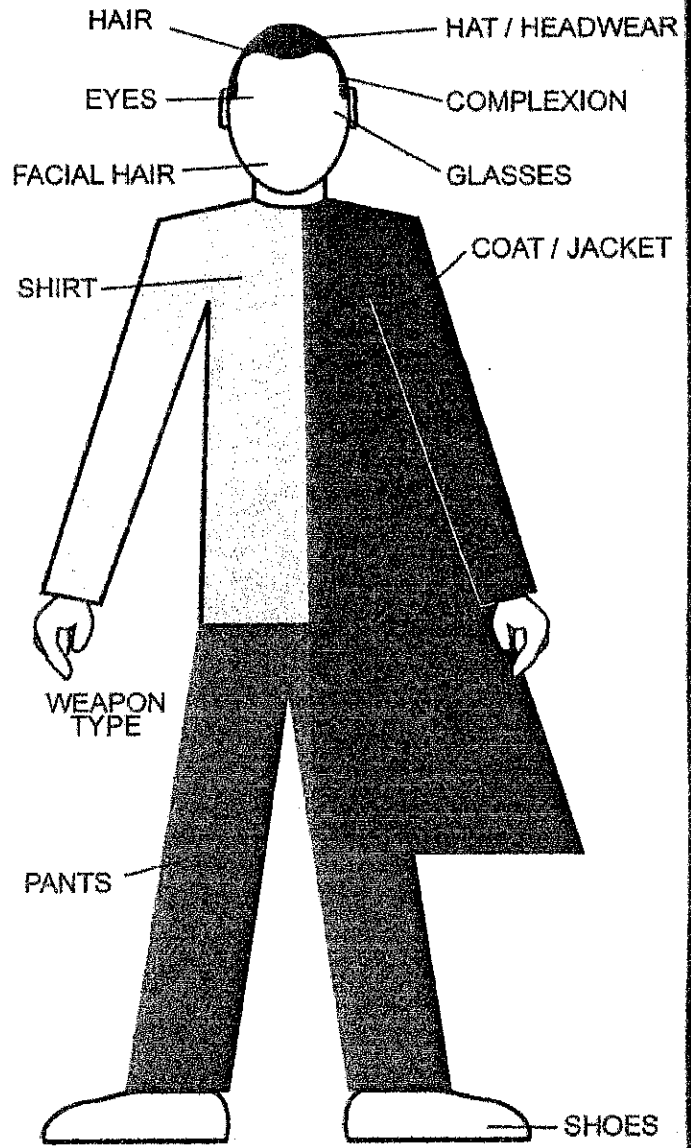
CLOTHING

Hat: _____
 Shirt: _____
 Coat/Jacket: _____
 Tie: _____
 Pants: _____
 Shoes: _____ Socks: _____
 Other: _____

VEHICLE

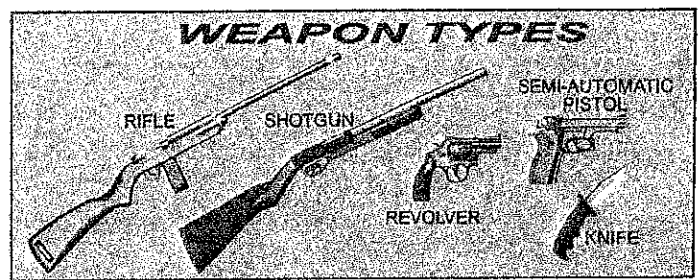
Type: _____ Year: _____ Make: _____
 Tag Number/State: _____
 Color: _____ Model: _____
 Distinguishing Marks: _____

 Direction of Travel: _____
 How Long Ago: _____



WEAPON USED

Type: _____
 Color: _____
 Other: _____



Crime Prevention Unit: 321-454-6643



NEIGHBORHOOD WATCH

Frequently asked Questions

Why do we need Neighborhood Watch?

Years ago, neighborhoods were not as transient as they are today; job transfers were not as frequent which allowed neighbors to develop long lasting relationships in their community. Communities often had that "small town" feeling with neighbor looking out for neighbor. Today, few people are in a position to protect their home and property 100% of the time. Employment, vacations, business trips, shopping trips, or just an evening out will leave our homes and valuables unattended, vulnerable to burglary or theft. The commitment to look out for each other is a key element to the success of a Neighborhood Watch Program. It's an invitation to be a good neighbor.

What is Neighborhood Watch?

Neighborhood Watch is a program of mutual assistance between the Sheriff's Office and neighborhoods aimed at reducing crime, and more importantly, the fear of crime in our communities. Simply stated, the Neighborhood Watch Program enables the residents of any community to become EXTRA EYES AND EARS for Law Enforcement.

How does it work?

An effective Neighborhood Watch Program consists of a Coordinator, Block Captains, and the residents. When a crime occurs, whether it be a crime in progress or one that has already occurred, residents are asked to contact the Sheriff's Office FIRST. After contact with a deputy is made, the resident should contact their Block Captain, who in turn makes the Coordinator aware of the situation. The Coordinator then contacts the other Block Captains who in turn will contact the residents in their "block".

How much of my time will it require?

Participation in Neighborhood Watch will not infringe upon your valuable time. We simply ask you to be observant while conducting your normal everyday activities. At the very most, 1 hour a month would be the amount of time required to fulfill the duties of Coordinator or Block Captain.

Does Neighborhood Watch really work?

Neighborhood Watch works...BUT ONLY TO THE EXTENT YOU WANT IT TO. As a resident, you know what would be "out of the norm" or suspicious in your neighborhood. We're counting on you to call us and let us know so we can send a deputy to check it out. Recently, because of an observant Neighborhood Watch participant reporting the tag number of a suspicious vehicle, a burglar was apprehended and is currently serving out his sentence.

YES, IT DOES WORK...IF YOU WANT IT TO!

The First Start-Up Meeting

When you have your neighbors at your first meeting you will want to motivate them and quickly turn them into active Participants in your Neighborhood Watch program. Here are some good guidelines:

- Have refreshments, nametags and seating ready at least fifteen minutes before the meeting time.
- Give your neighbors a chance to socialize a little before the meeting begins.
- Prepare and review your agenda.
- Have everyone introduce himself or herself, telling the group, which home they live in.
- Ask the group to feel free to join in the discussion with their questions and comments.
- Make sure that everyone in attendance has signed in.
- At the first meeting, elect a Block Captain or Watch Coordinator to interface with law enforcement and a Social Director to set up a social event within the next 6 weeks for the first follow-up meeting.

Follow-up Meetings

Consider having your first follow-up meeting within six weeks, with further follow-up meetings every three months. It takes effort to keep your Neighborhood Watch group going. Having gained the initial enthusiasm, keep it going by getting together periodically. Frequent meetings allow your neighbors a chance to become more familiar with one another. This makes it harder for a stranger to go undetected.

Make a strong effort to get the families in your neighborhood who are not already participants to become involved.

This is also a good time to make sure that everyone has received the Neighborhood Watch/Property Engraved Stickers.

Make the time meaningful at the same time being considerate of your neighbor's time. Keep the meeting to 60/90 minutes in length.

A quarterly pot-luck based on the season of the year is a good excuse for the group to get together. Use your Neighborhood Watch group to organize other activities such as tool exchanges, garage sales and community gardens. Help each other trim shrubbery; install lighting or smoke detectors or hundreds of other community activities.

Keeping your Neighborhood Watch Active

Your Neighborhood Watch group will have high interest at the start-up and for a few meetings thereafter. The real trick is keeping the group actively going and involving all the neighbors. Here are a list of ideas to help you have regular activities, in which all the participants have fun, socialize and attempt to solve neighborhood problems.

Duties of the Coordinator

The Coordinator(s) should be a “spark plug”; someone who can organize the community and raise everyone’s interest in making the Neighborhood Watch program work.

The Coordinator should:

- ✓ Be the link between the community and the Sheriff’s Office.
- ✓ Find volunteer Block Captains, or in the case of an apartment complex “Building Captains”.
- ✓ Acquire a map of the neighborhood to lay out areas that each Block Captain would cover.
- ✓ Relay information or neighborhood concerns to the Sheriff’s Office and should set meetings when necessary.
- ✓ Call meetings to order, introduce self, Block Captains and guest speakers and provide assistance to guest speakers in maintaining order and limiting discussions to the topic at hand.
- ✓ Keep attendance record of those present.
- ✓ Keeps a master list of all participants in the neighborhood watch program.

Duties of the Block Captain

The Block Captain is an important function of the program. Their duties will not change their lifestyles nor will it demand a lot of their valuable time. As a Block Captain, he or she will be the “contact person” for that part of the neighborhood. One Block Captain can handle 8 – 10 homes around theirs.

The Block Captain should:

- ✓ Encourage “block” members to participate in the program
- ✓ Disseminate information from the Coordinator to their “block” residents
- ✓ Assist the Coordinator with meetings or training sessions
- ✓ Inform their “block” members of Neighborhood Watch techniques, such as what is suspicious activity or how to report incidents or how to get a Home Security Survey from the Sheriff’s Office
- ✓ Relay information or concerns from their “block” to the Coordinator
- ✓ Welcome new residents to their “block”, encouraging them to participate in the program and give them an informational packet

As you see, becoming involved as a Coordinator or Block Captain does not demand a lot of your valuable time.

You are enhancing the over all security of your neighborhood while maintaining the quality of life you deserve.

Be Alert for Suspicious Activity in your Neighborhood

- Dogs Barking.
- Broken glass or sounds of breaking glass.
- Open doors or windows at a neighbor's residence while they are away.

Be Aware of Strangers in your Neighborhood

- Door to door salespeople or solicitors.
- Children or teenagers loitering during school hours.
- Strangers loading furniture, televisions, etc., into vehicles.
- People representing themselves as servicemen or government employees.
- Strangers knocking on your door asking for someone who doesn't live at your address.

Always ask for identification. All solicitors should have a permit. If they don't, call the Sheriff's Office.

Watch for Suspicious Cars on your Street

- Cars that don't belong.
- Vehicles cruising around through your neighborhood.
- Abandoned vehicles.
- Unfamiliar vehicles in a neighbor's driveway while they are away.

Don't Hesitate to Report suspicious Activity to the Sheriff's Office

- Keep pencil and paper available near the phone at all times.
- Do not attempt to take things into your own hands.
- Call the police and provide them with as much information as you can, i.e. description, direction of travel, tag number and any other details you observe.

DON'T ASSUME THAT SOMEONE ELSE HAS CALLED THE SHERIFF'S OFFICE - CALL THEM YOURSELF AT ONCE

Brevard County Sheriff's Office

J. R. "Jack" Parker, Sheriff

EMERGENCY – DIAL 911

Non-Emergency Numbers:

NORTH 264-5100

CENTRAL 633-7162

SOUTH 952-6371

772 AREA: 663-6269

Brevard County Sheriff's Office

Suspect Identification

PHYSICAL CHARACTERISTICS

Race: _____ Sex: _____ Age: _____

Height: _____ Weight: _____ Complex: _____

Hair Color: _____ Style: _____

Scars/Marks: _____

Tattoos: _____

Speech (accent, lisp, etc.): _____

Physical Defects: _____

Facial Hair: _____

Glasses: _____ Right/Left Handed: _____

Jewelry: _____

Other: _____

CLOTHING

Hat: _____

Shirt: _____

Coat/Jacket: _____

Tie: _____

Pants: _____

Shoes: _____ Socks: _____

Other: _____

VEHICLE

Type: _____ Year: _____ Make: _____

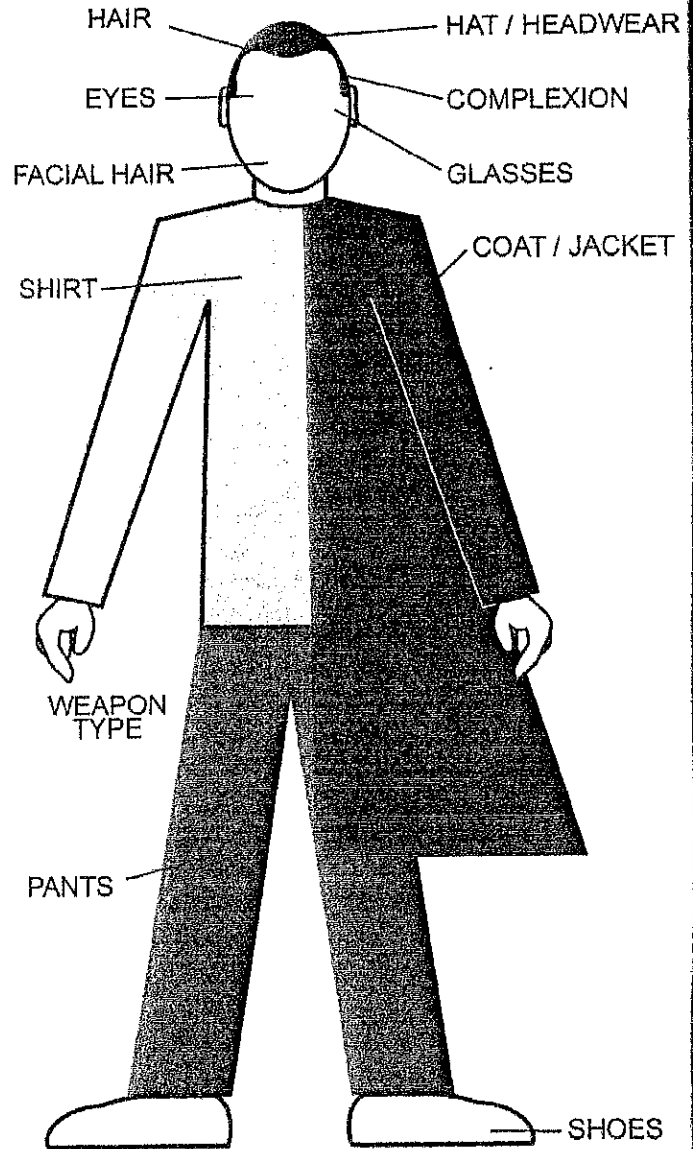
Tag Number/State: _____

Color: _____ Model: _____

Distinguishing Marks: _____

Direction of Travel: _____

How Long Ago: _____

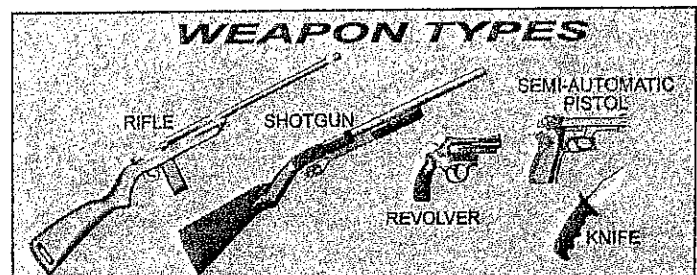


WEAPON USED

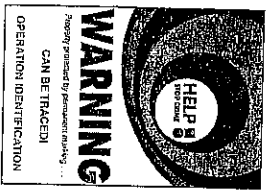
Type: _____

Color: _____

Other: _____



Crime Prevention Unit: 321-454-6643



What Is Operation Identification

Operation Identification is a citizen's burglary prevention program for use in homes. The Operation ID program involves the marking of property with an identifying number as a means of discouraging burglary and theft. In communities where it has been properly implemented, Operation Identification has shown dramatic results in its ability to reduce burglaries. The Operation ID program has two basic parts:

First...

Mark your valuables with your driver's license number so that your property can be easily traced and identified as yours. Please note: If your driver's license number is your social security number, we strongly recommend you: a) obtain a new license with a new number; or b) obtain Florida State Identification Card that has a generic number. Mark as follows:

FL B123456789

Engrave in two locations; one that can be easily seen and one that cannot.

Second...

Display a sticker that tells would-be burglars that your property has been marked.

What Makes Operation ID So Effective?

Marked property is difficult for a burglar to dispose of or resell. It can be traced to the rightful owner with relative ease. And, if the burglar is caught with marked property, it is solid evidence of possession of stolen goods.

After marking your property make a list of your valuables and keep a copy of the list in a safe place. If you should become a burglary victim, you will be able to quickly describe the stolen property from the list. This will be of great help to the police in their attempts to recover the stolen possessions.

Once property has been marked and a list made, display the Operation Identification sticker on doors and windows that could be used for entry. By advertising your participation in Operation ID in this way, you are announcing that your valuable property has been marked and will be difficult for a burglar to resell. Often the presence of the sticker alone is enough to deter a burglar.

Do not display an Operation ID sticker without first engraving

Burglary is the most frequently committed crime in the United States. By participating in Operation ID you are taking one important step to protect your possessions from

burglary and theft. There are many other crime prevention anti-burglary precautions that you can take to protect your home, property, business, and family. For further information contact Brevard County Sheriff's Office Community Relations Office at 321-225-3008.

Examples of property to be marked...

Adding Machines	Mag Wheels
Answering Machines	Microwaves
Bicycles	Musical Instruments
Binoculars	Outboard motors
Cameras	Radios
Car Stereo Equipment	Stereo Equipment
CB Radios	Tape Recorders
Cell Phones	Tools (hand/power)
Computers	TVs
Fishing Rods, Reels	Typewriters
Golf Clubs	Vacuum Cleaners
Guns	VCRs/DVD Players
Lawn Mowers	Wheel Covers

All items should be photographed, and the receipt filed with your log.

Attach photographs and appraisals for all items unable to be engraved (i.e., jewelry).



Brevard County Sheriff's Office
Community Relations Unit
321-225-3008

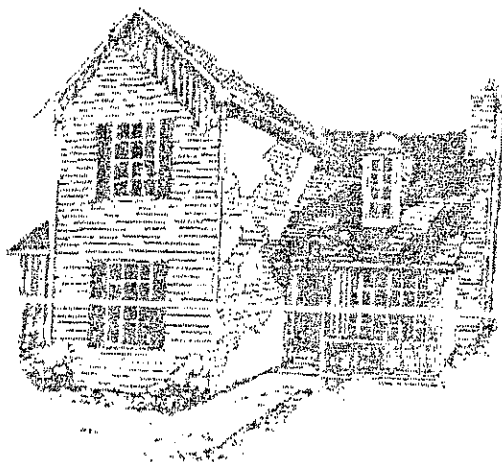
Property Marked with Drivers License Number _____

Item	Manufacturer	Model	Color	Serial #

Keep this in a secure place. DO NOT SEND A COPY OF THIS LIST TO LAW ENFORCEMENT

BREVARD COUNTY SHERIFF'S OFFICE

Crime Prevention Unit



BURGLARY PREVENTION

Traditionally, most of us have regarded our home as a place safe from intrusions of crime in the streets. If you were locked out of your house, would you still be able to get in? Maybe you keep an unlocked window in the back, or a hidden key in your mailbox or on top of a window ledge. You may think this is a good idea, but guess what? If you can brake in, so can a burglar. One of ten homes will be burglarized this year. In almost half of all completed residential burglaries, thieves simply breezed in through unlocked doors or crawled through unlocked windows. Many burglars will spend no longer than 60 seconds trying to break into a home. Good locks and good neighbors who watch out for each other can be big deterrents to burglars. Burglary, by definition, is a non-confrontational crime, but being victimized can leave a family feeling vulnerable and violated. The burglar's selection process is simple. Choose an unoccupied home with the easiest access, the greatest amount of cover, and with the best escape routes.

WHAT CAN YOU DO?

- If you are on a budget and don't wish to invest in an electronic security system, some studies have shown that by simply displaying window decals may decrease your chances of being burglarized by up to 75%
 - The first step is to "harden the target" or make your home more difficult to enter. Remember the burglar will simply by-pass your home if it requires too much effort or requires more skill and tools than they possess. Most burglars enter through the front, back, or garage doors. Experienced burglars know that the garage door is the weakest followed by the back door. Remember to keep your garage door locked, even when you are at home. Burglars know to look inside your car for keys.
-

DOORS AND LOCKS

In almost half of all completed residential burglaries, burglars simply breezed in through unlocked doors or crawled through unlocked windows.

- Make sure every external door has a sturdy, well-installed dead bolt lock. Key-in-the-knob locks are not enough.
- Use a quality, heavy-duty, deadbolt lock with a one-inch throw bolt.

FOR APARTMENT DWELLERS

The National Crime Prevention Council suggest additional safety precautions for apartment living:

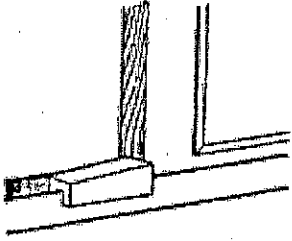
- Make sure all entrances; parking areas, hallways, stairways, laundry rooms and other common areas are well lighted. Report burned-out bulbs or other problems to the manager.
- Make sure fire stairs are locked from the stairwell side, with an emergency exit at ground level.
- Laundry rooms and storage areas should always be kept locked unless a resident is actually inside.

And don't forget to make sure you have new locks installed before moving into your apartment. No telling how many keys to the existing lock could be "loaned out."

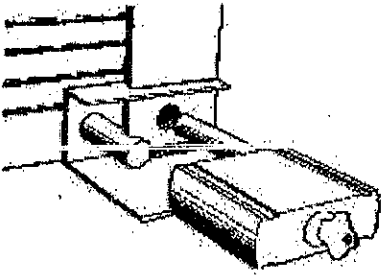
How To Prevent A Business Burglary

Source: Florida Attorney General's Office

- Install lighting at the front and back as well as near any side doors of your business. Try to eliminate as many shadows as possible.
- Use only solid core doors. Be sure the doorframes cannot easily be jimmied.
- Use deadbolts and be sure to change the locks every time an employee with access to them leaves.
- Install burglar-resistant glass or use wire mesh or iron bars over all glass.
- Arrange merchandise so that a passerby can see into the store. Keep your expensive merchandise away from the windows, toward the center of the store.
- Keep front windows free from posters, etc., which can prevent a burglar inside from being seen by a passerby.
- Install and use a drop safe. Limit the amount of cash in the register and post signs indicating that a drop safe is used and register only has limited cash.
- Check ventilation system to ensure it cannot be used to gain entry.

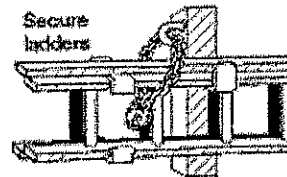


- Plant thorny bushes under all windows.
- Do not have shrubbery so thick as to obscure the Window (s).



Garage doors

- Slide bolts and padlocks are recommended for both exterior sides of the garage door. Make sure that they are casehardened metal.
- Another method of securing the door is to drill a hole through the bottom frame at both ends of the door and into the concrete at least three inches. Then insert a cane bolt or ½ inch heavy bolt through the frame and into the floor.
- Rolled up garage doors can be secured by drilling a hole in the middle of the track behind the last roller and inserting a padlock on each side.
- If the door is secured with an automatic door opener, also use inside cane or slide bolts for added security when away for extended periods.
- Ladders should also be chained and padlocked to a strong post or a garage wall



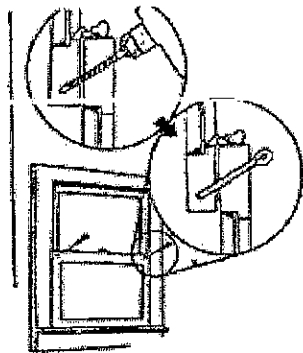
Lighting

- One key to burglary prevention is adequate interior and exterior lighting.
- Use interior light timers to establish a pattern of occupancy.
- Exterior lighting should allow 100-foot visibility.
- Use good lighting along the pathway and at your door.
- Use light timers or photocells to turn on/off lights automatically.
- Use infra-red motion sensor lights on the rear of single-family homes.
- For the exterior, each outside doorway should be lighted with a maximum of 60 watt light over

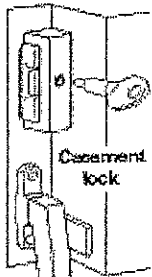
An alternative method is to drill four staggered holes in the upper channel of the door frame. Install sheet metal screws, letting them protrude just enough so the door can slide freely.

The most common methods used to force entry, aside from breaking the glass, is by prying the door near the latch or lifting the door off the track. The blocking devices described above solve half the equation. To prevent lifting, you need to keep the door rollers in good condition and properly adjusted. You can also install anti-lift devices such as through the door pins.

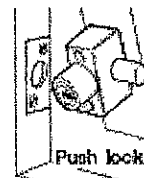
Windows



Double-Hung Windows-To secure this type of window, drill a downward sloping hole into the top of the bottom window (each corner) through, and into, the bottom of the top window and insert a pin or carriage bolt which can be easily removed by hand.



Wooden Casement Windows-Fit locks which secure the frames together in preference to locks which simply secure the handle or stay bar. Casement windows, by their very design, need to be locked by securing the window to the frame. Most casement locks are screwed to the window rather than the frame - a weaker system. There are locks that are fixed to the frame and these are probably more secured, as well as being easy to use.



If you are intending to use the type of lock that screws to the window, the following test is a rough guide to help you to decide how many you will require: with the window closed, press each opening corner. If there is any movement, fit a suitable lock, such as a push lock (push to lock, key to open) at each corner on the opening side. If there is no movement, a lock fitted to the center of the opening frame will suffice.

It is possible to secure wooden casements in the open position for purposes of ventilation, very necessary in hot weather, or child safety. These are particularly appropriate in a ground floor bedroom situation where someone wishes to sleep with the window open. Likewise they are well suited to upper floors where windows can be locked open, allowing ventilation but, at the same time, preventing children from opening the window beyond a safe aperture. While it is recognized that this type of device is designed more for safety purposes rather than security, it would be likely to alert the occupant if an attempt to force it was made. It is intended that these locks should be used only when someone is in residence. If your home is unoccupied the windows should be locked in the usual manner.

You cannot rely on existing central sash fasteners. Sash stops are strong and convenient to use and do not need to be removed from window when opening fully. They can be set into the top frame allowing the window to be left open about 5" for ventilation but still secure. For optimum security fit in pairs.